

Minutes of Library Committee Meeting
20 September 1973, OTR Conference Room, 1000-1130 hours

STATINTL

Members Present: [REDACTED]

STATINTL

Visitors: [REDACTED]

STATINTL

1. [REDACTED] opened the first meeting of the OTR Library Committee by giving a bit of background on what has been done to date by CRS on the survey of OTR libraries. The survey has been ongoing for several years. It was begun by [REDACTED] and is being continued by his successor, [REDACTED] seeks an updated study, and he needs and wants somebody in OTR to "bounce ideas off of"; hence, the establishment of this Committee.

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2. [REDACTED] sees two major issues in addition to those outlined in our charter:

- (a) Should OTR have a professional librarian who is senior enough to do our acquisition work?
- (b) Staffing and space, i.e., we currently have seven people manning four libraries.

In addition individual members of OTR have private book collections around the building; should these be allowed to continue?

STATINTL

3. [REDACTED] discussed the origins of the four existing libraries, much of which were brought about by components of OTR being separated in the past.

4. The Committee then heard from [REDACTED] who is on assignment to OTR for the next several weeks, began by saying that he has been working with [REDACTED] on the survey of the libraries in OTR. In a visit earlier this year, [REDACTED] asked [REDACTED] then CIA librarian, to appoint a qualified librarian to study OTR's facilities in order to upgrade and improve our library services. [REDACTED] replacement, is following through on [REDACTED] request to [REDACTED] the result is [REDACTED] assignment here. Mr. [REDACTED] will be working in the library facilities in the Chamber of Commerce Building, and he will visit the library at the [REDACTED] The result of his assignment to OTR will be a paper to the CIA Librarian outlining recommendations on how the currently existing OTR libraries can provide better services to OTR's employees and students.

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5. To familiarize themselves with the library facilities in the Chamber of Commerce Building, committee members requested individual tours of each facility including a look of some of the private collections which have mushroomed in this building.

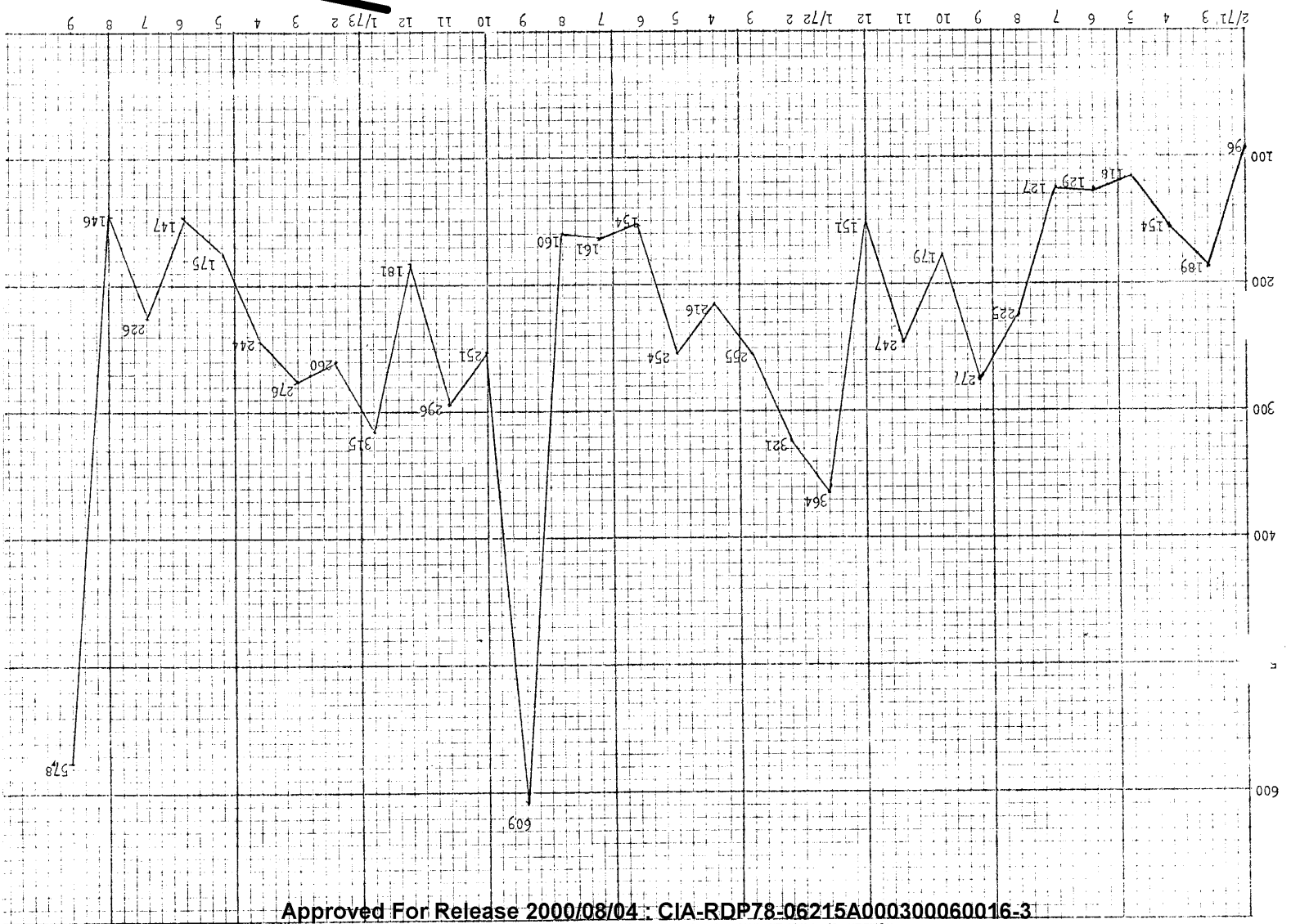
 STATINTL

	No. of People who borrowed:	No. of CASSETTES	No. of TEXTBOOKS
	<u>BOOKS</u>	<u>CASSETTES</u> <u>OR REELS</u>	<u>Borrowed</u> <u>given away</u>
FEB 71	96	103	
MAR 71	189	147	
APR 71	154	197	
MAY 71	118	185	
JUN 71	129	186	
JUL 71	127	220	
AUG 71	225	263	
SEP 71	277	408	64
OCT 71	179	440	42
NOV 71	247	508	90
DEC 71	151	307	22
JAN 72	364	633	80
FEB 72	321	642	78
MAR 72	255	826	64
APR 72	216	666	59
MAY 72	254	571	62
JUN 72	154	380 *	49
JUL 72	161	314	25
AUG 72	160	318	29
SEP 72	609	501	807 1,044 259
OCT 72	251	472	924 83
NOV 72	296	490	983 77
DEC 72	181	365	685 96
JAN 73	315	593	1,088 114
FEB 73	260	618	1,059 109
MAR 73	276	628	1,046 105
APR 73	244	413	719 59
MAY 73	175	337 **	567 55
JUN 73	147	249	535 189
JUL 73	226	315	531 75
AUG 73	146	236	358 48
SEP 73	578	454	975 159

* In June 1972 we began making the cassettes 2-sided and completed the project in May 1973 **

LANGUAGE LEARNING CENTER/LIBRARY STATISTICS Feb 71 thru Sep 73

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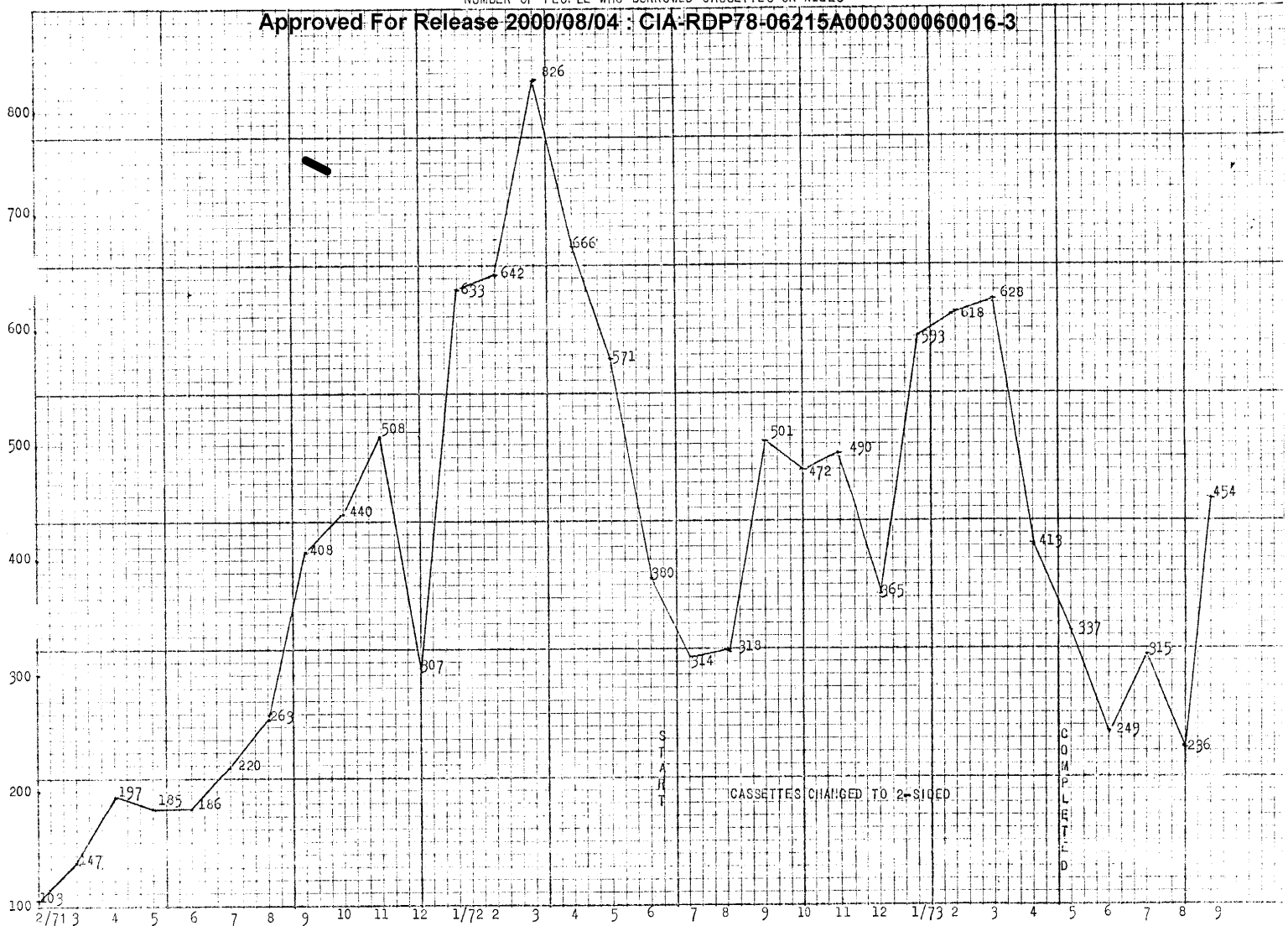
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CROSS SECTION TEXT TO P. 124

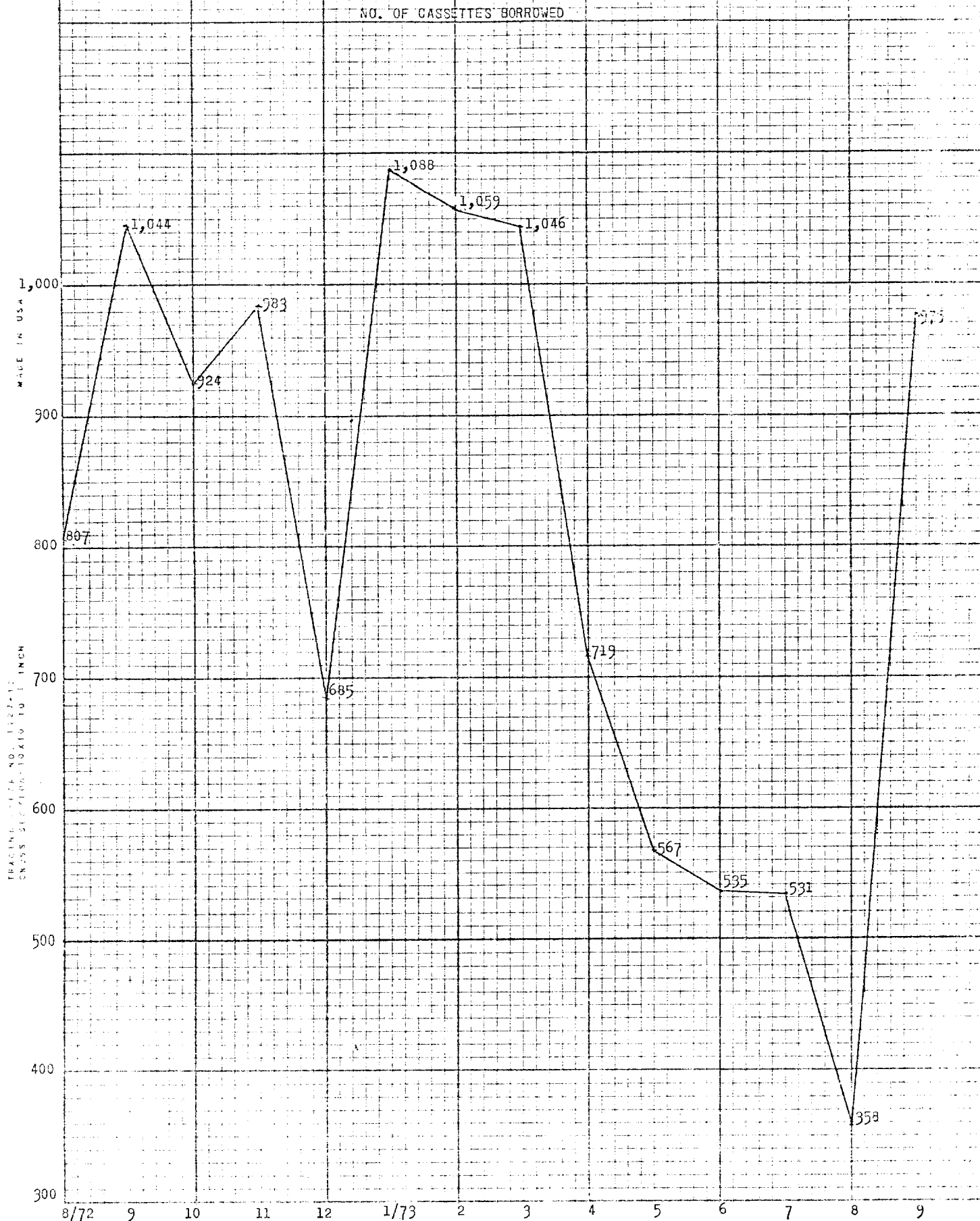
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NUMBER OF PEOPLE WHO BORROWED CASSETTES OR REELS

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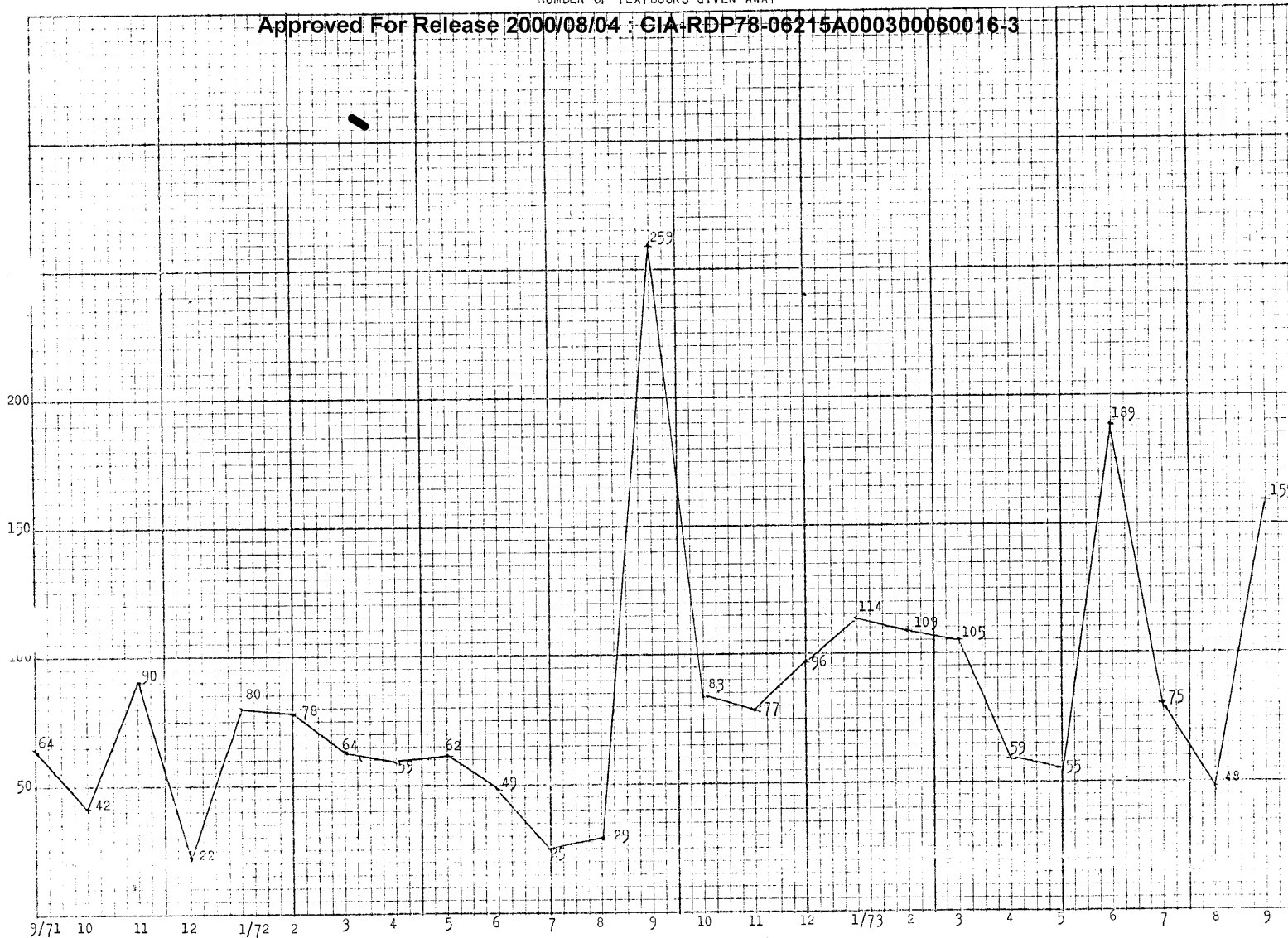


GRID SCALE: 1 INCH

DATE: 10/10/73

NUMBER OF TEXTBOOKS GIVEN AWAY

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APPENDIX I

BASIC LIST OF PERIODICALS FOR PROPOSED OTR BRANCH LIBRARY

Africa Report
Air University Review
Asian Analyst
Asian Survey
Atlantic Community
Atlantic Monthly
Atlas
China Quarterly
China Reconstructs
China Communist Affairs
Commentary
Communist Affairs
Contemporary Review
Current History
Department of State Bulletin
Department of State News Letter
East Europe
Economist
Foreign Affairs
Foreign Service Journal
Geographical Magazine
Harpers
Headline Series
Inter-American Economic Affairs
International Affairs (Chatham House)
Journal of Asian Studies
Journal of International Affairs
Life
Marxism Today
Middle East Journal
National Geographic
New Leader
Newsweek
Orbis
Pacific Affairs
Problems of Communism
Russian Review
Saturday Review
Slavic Review
Soviet Life
Time
U.S. News and World Report
World Marxist Review
World Politics

APPENDIX II

LIST OF BASIC REFERENCE BOOKS FOR PROPOSED OTR LIBRARY

American Men of Science
Bartlett, John, comp. Familiar quotations
Books in print; an author-title-series index to the
Publishers' Trade List
Brownson, Charles B. 1967 Congressional Staff Directory
Cass, James and Max Birnbaum. Comparative Guide to American
Colleges
Cassell's New Compact German-English, English-German
Dictionary.
Cassell's Spanish Dictionary, Spanish-English, English-Spanish
The Columbia Encyclopedia
The Columbia Lippincott Gazetteer of the World
De Koster, Lester. Vocabulary of Communism
Demographic Yearbook (prepared by the Statistical Office
of the United Nations)
Directory of American scholars
Education Index
Encyclopedia Britannica, a New Survey of Universal Knowledge
The Europa Yearbook
Facts on File
Gale Research Company. Encyclopedia of American Associations
Gale Research Company. New Research Centers; a periodic
supplement to Research Centers Directory
Gale Research Company. Research Centers Directory
The International Who's Who
International Yearbook and Statesmen's Who's Who
Lovejoy, Clarence Earle. Lovejoy's College Guide
Mallory, Walter H., ed. Political Handbook and Atlas of the
World; Parliaments, Parties and Press as of January 1, 1967
Mathews, Robert Henry. Mathews' Chinese English Dictionary
N.W.Ayer and Son's Directory, Newspapers and Periodicals
The New Cassell's French Dictionary; French-English, English-French
The New York Times Index for the Published News
O'Brien, M.A. New English-Russian and Russian-English
Dictionary
Odyssey World Atlas
Public Affairs Information Service
Rand McNally Cosmopolitan World Atlas
Readers' Guide to Periodical Literature
Roget's International Thesaurus
Smirnitskiy, A.I., ed. Russian-English Dictionary
The Standard Periodical Directory
Stateman's Yearbook, Statistical and Historical annual
of the States of the World

APPENDIX II (Cont'd)

Statistical Yearbook
Stevenson, Burton E., ed. The Home Book of Quotations,
Classical and Modern
Thonssen, Lester, ed. Representative American Speeches
Ulrich's Periodicals Directory
United Nations. Yearbook
United Nations. Dept of Economic and Social Affairs
Handbook of Civil Service Laws and Practices
US Bureau of the Census. Statistical Abstract of the
United States
U.S. Congress. Official Congressional Directory
U.S. Dept of State. Biographic Register
U.S. Dept of State. Foreign Service List
United States Government Organization Manual
The United States in World Affairs
Webster's New World Dictionary of the American Language
Webster's Third New International Dictionary. Unabridged
Who's Who
Who's Who in America
Who's Who in American Education
Who's Who in Commerce and Industry
Willing's European Press Guide
Willing's Press Guide
Winchell, Constance M. Guide to Reference Books
The World Almanac and Book of Facts
The World of Learning
Worldmark Encyclopedia of the Nations
Yearbook of International Associations
Yearbook on International Communist Affairs

REFERENCE BOOKS

Blake, Robert Rogers and Jane S. Mouton
The Managerial Grid; Key Orientation for Achieving
Production Through People
Dimock, Marshall E., Gladys O. Dimock, and Louis W. Koenig
Public Administration
Dulles, Allen Welsh. The Craft of Intelligence
Kent, Sherman. Strategic Intelligence for American
World Policy
Leites, Nathaniel. A Study of Bolshevism
Lenin, V.I. Collected Works
Mao, Tse-tung. Quotations from Chairman Mao Tse-tung
Mao, Tse-tung. Selected Works of Mao Tse-tung
Marx, Karl. Selected Works
Marx, Karl and Frederick Engels. Selected Works
Stalin, Iosif. Works